PowerBook File Assistant

User's Guide

Apple Computer, Inc.

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How the PowerBook File Assistant Can Help You

The PowerBook File Assistant is software that synchronizes files on your PowerBook and desktop Macintosh by automatically updating files whenever you make changes. With the File Assistant, you can always be sure that the file you are working on is the current version.

What is file synchronization?

As a user of both a desktop Macintosh and a PowerBook, you may often have the same file or folder on both computers. This allows you to work on files wherever and whenever it's convenient. The only problem is keeping track of what files are on what computer, and where the current copy of a file is.

The PowerBook File Assistant eliminates this problem by keeping the most recent version of a file or folder on both your desktop Macintosh and your PowerBook. The process of updating the files on both computers is called **file synchronization.** With the PowerBook File Assistant, you can synchronize individual files or folders.

What is the Assistant Toolbox?

Also included with the PowerBook File Assistant is the Assistant Toolbox. The Toolbox is a group of PowerBook enhancements that make your PowerBook even easier to use by allowing you to:

- extend your PowerBook's battery life by controlling automatic screen dimming and using persistent RAM disk
- put your PowerBook to sleep with one touch
- connect your PowerBook to your Macintosh desktop system more easily
- send documents to print the next time you connect your PowerBook to a printer
- track the pointer on the screen more easily

1 Installing Your Software

Do you have what you need?

To use the PowerBook File Assistant, you'll need:

- a PowerBook computer with at least 4 megabytes of RAM
- system software version 7.0 or later (System software version 7.1 or later is required to use the drag-and-drop feature for file synchronization, as described in Chapter 2.)

Be sure you're acting within the terms of the software license agreement before you install programs on a computer. The license agreement specifies how many copies of the program you can make for yourself and others.

Using the Installer

To use the PowerBook File Assistant, you need to install the software on your PowerBook's hard disk. You do this with a program called the Installer, which allows you to install the software one of two ways: Easy Install or Custom Install.

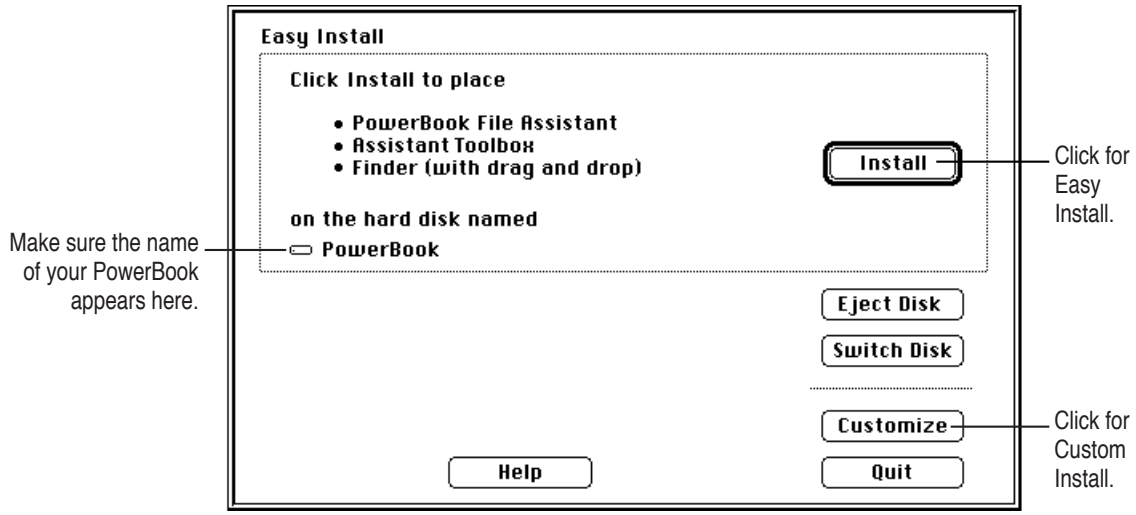
If you want to install all of the software, use Easy Install. It installs both the PowerBook File Assistant and the Assistant Toolbox on your PowerBook. It also installs system software that lets you drag icons from the Finder to the PowerBook File Assistant's Setup window, which makes using the program very simple. (You need system software version 7.1 or later to support this feature.)

If you only want to install a portion of the software, use Custom Install.

Easy Install

1. **Turn on your PowerBook.**
2. **Insert the floppy disk labeled *PowerBook File Assistant Setup* in the floppy disk drive of your PowerBook.**
3. **Double-click the disk icon to open it.**
4. **Double-click the Installer icon to open it.**

The Easy Install window appears.



(The Easy Install window may look slightly different if your system software version is earlier than version 7.1.)

5 **Make sure the hard disk named in the box is the one on which you want to install the PowerBook File Assistant software.**

If it's not, click the Switch Disk button until the name of the disk appears.

6 **Click Install.**

Messages appear on the screen describing the progress of the installation.

7 **When you see a message saying that installation was successful, click Restart.**

Your PowerBook restarts and the floppy disk is ejected. You are ready to use the PowerBook File Assistant software.

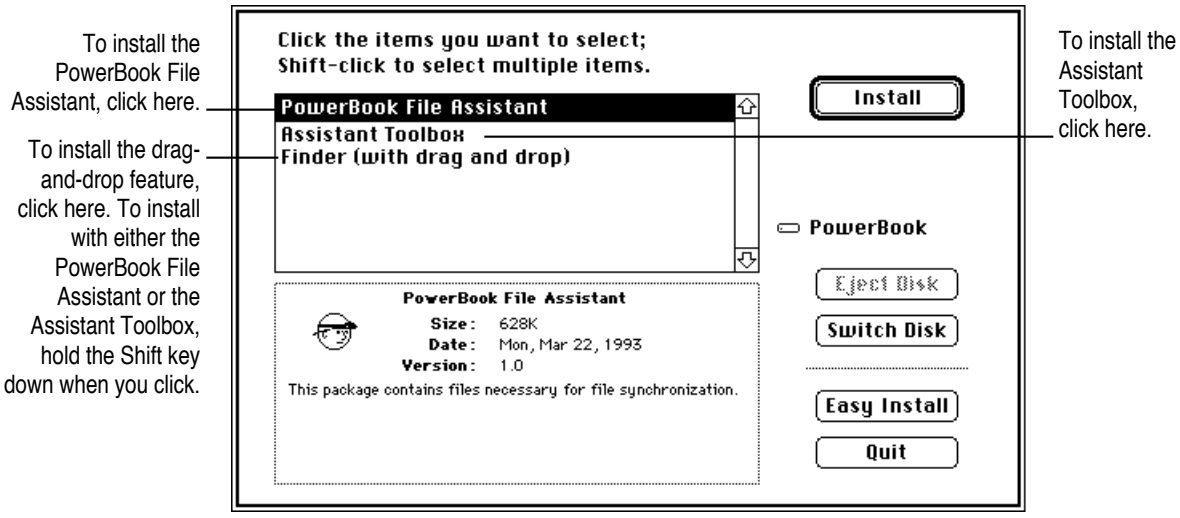
Custom Install

If you want to custom install the software on your PowerBook:

1 **Open the Installer as described in steps 1 through 5 of "Easy Install."**

2 **Click Customize.**

The Custom Install window appears.



A list of items you can install appears in the window.

3 **Click the software you want to install.**

Shift-click to choose more than one item. A description of each item appears in the box below the item names.

4 **Click Install.**

Messages appear on the screen describing the progress of the installation.

5 **When you see a message saying that installation was successful, click Restart.**

Your PowerBook restarts and the floppy disk is ejected. You are ready to use the software you installed.

2 Using the PowerBook File Assistant

In this chapter

- why synchronize your files?
- starting the PowerBook File Assistant
- linking files or folders for synchronization
- synchronizing linked folders or files
- understanding alert messages
- setting completely automatic synchronization

Why synchronize your files?

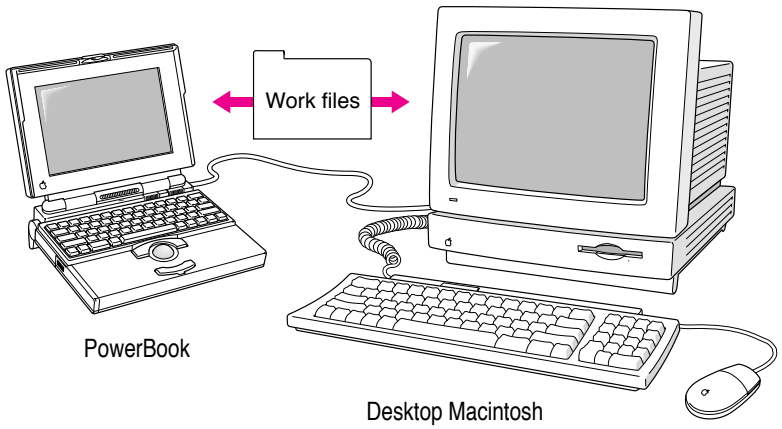
The PowerBook File Assistant allows you to keep the most recent version of a file or folder on two different computers or disks. The File Assistant mimics your actions, so if you revise a file that was linked with its copy on another disk, all changes made to the first file are also made to the second file.

There are three common scenarios in which file synchronization makes sense:

- using a PowerBook with your desktop Macintosh
- using a PowerBook with network file servers
- using a PowerBook Duo with a Duo Dock

Using a PowerBook with your desktop Macintosh

Working with both a PowerBook and a desktop Macintosh often means that you have two copies of the same document—one on your PowerBook and one on your desktop Macintosh. Keeping track of which file has been changed, deleted, or added can be difficult. The PowerBook File Assistant keeps files on both your PowerBook and your desktop Macintosh up to date.



There are three common ways to transfer files between your PowerBook and a desktop Macintosh:

- Copying files to and from a floppy disk.
- Connecting your PowerBook to your desktop Macintosh with a SCSI connection (using an Apple HDI-30 SCSI Disk Adapter).
- Using an AppleTalk connection to set up your desktop Macintosh for file sharing and to access its hard disk from your PowerBook.

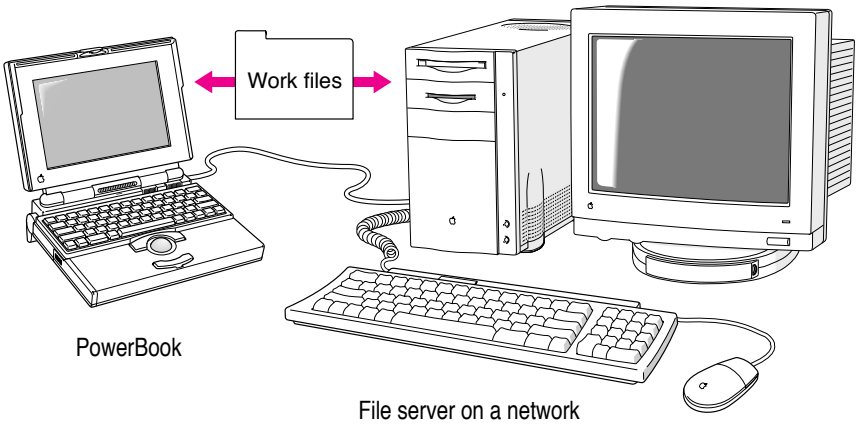
The PowerBook File Assistant can help you in all these cases. You can synchronize files between your PowerBook and a floppy disk, so the floppy disk always has a current copy that you can transfer to your desktop Macintosh. When you connect your PowerBook to the desktop Macintosh using either a SCSI or an AppleTalk connection, the File Assistant can update any linked files.

See the user's guide that came with your PowerBook for more details on using your PowerBook with a desktop Macintosh.

Using a PowerBook with a network

If you are on a network and have access to servers, you are probably familiar with downloading or copying files from network servers to your PowerBook's hard disk. You may find yourself downloading files that are updated weekly and sorted on a file server, such as a price list or weekly inventory update.

When you use the PowerBook File Assistant to link files on your PowerBook with files on a network server, any time a server file changes, the copy of the file on your PowerBook is automatically updated.



There are two common ways you can access a network:

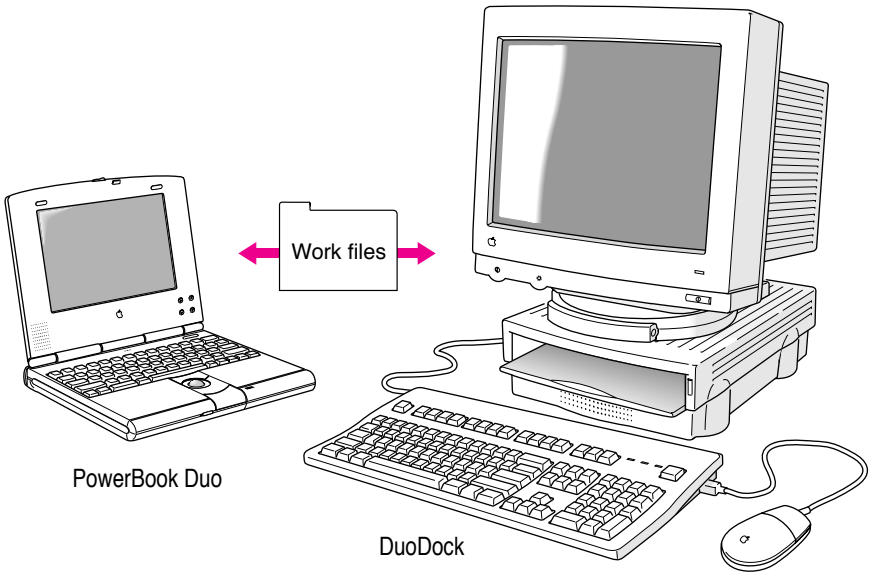
- Connecting directly to a network, using the AppleTalk networking software built in to your PowerBook.
- Connecting to a network through a desktop Macintosh, using an AppleTalk connection.

See the user's guide that came with your PowerBook for more details on using your PowerBook with a network.

Using a PowerBook Duo with a Duo Dock

As a user of a PowerBook Duo and Duo Dock, you store files on your Duo and on your Duo Dock's internal hard disk, or on a hard disk that is connected to your Duo Dock through a SCSI connection. Often, you may find that you have copies of files and folders in several places.

The PowerBook File Assistant keeps the copies of files on both the Duo and the Duo Dock the same, so if you update or delete a file that is linked, that same update or deletion is made to the corresponding file or folder.



You use your Duo with a DuoDock by inserting the Duo into the DuoDock. See the user's guide that came with your PowerBook Duo for more details on using your Duo with a DuoDock.

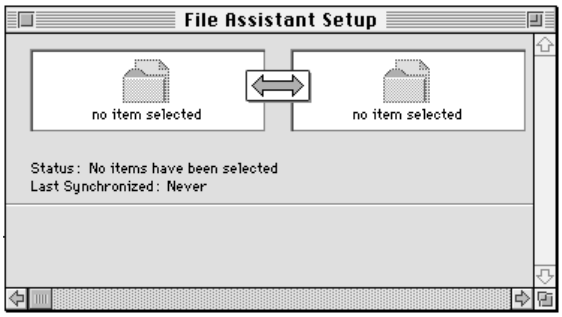
Starting the PowerBook File Assistant

Once you have installed the PowerBook File Assistant, you are ready to decide which files you want to synchronize.

- **Open the PowerBook File Assistant Icon.**

PowerBook File Assistant

The File Assistant Setup window appears:



Linking files or folders for synchronization

The first step to synchronizing files is to link two files or folders. Linking joins two files together so that when one file or folder in the pair is modified, the corresponding file or folder in the pair is also changed.

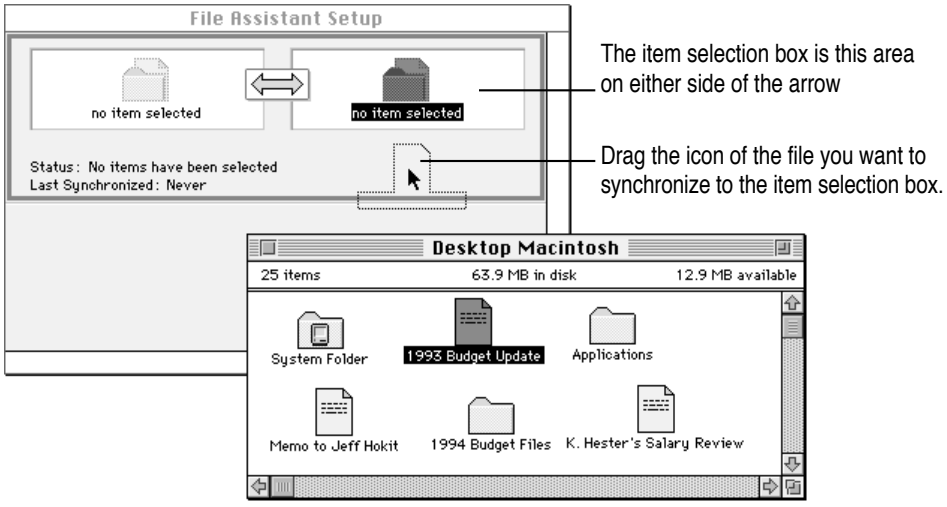
IMPORTANT Before you can link files or folders, you need to make sure that a pair of files or folders exists on two different disks (for example, on your PowerBook and your desktop computer, or on your PowerBook Duo and the Duo Dock). Files cannot be linked if they are not identical copies.

Also, make sure that each computer's internal clock is set for the same time. See the user's guide that came with your computer for information on how to set the time on your computer's clock.

If your PowerBook has a system software version 7.1 or later

If you installed the PowerBook File Assistant with Easy Install (or installed the Finder with drag and drop through Custom Install), you can drag the icons of the files or folders you want to synchronize to the Setup window. Follow these steps:

1 **Drag the icon of the folder or file you want to synchronize from one of the disks to one of the item selection boxes in the File Assistant Setup window.**



2 **Drag the matching icon of the folder or file you want to synchronize from the other disk to the corresponding item selection box.**

Once you have two matching files or folders in the Setup window, you have a linked pair. Continue steps 1 and 2 to link more pairs of files or folders.

The setup screen grows as you add to the list of linked pairs. Use the scroll bars on the right of the screen to see the part of the list that is not in view.

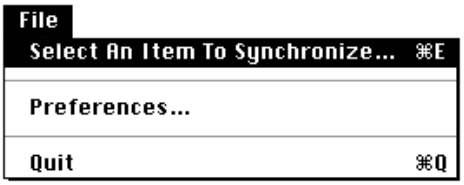
If your PowerBook has a system software version earlier than 7.1

You cannot drag the icon to the screen. Instead, follow these steps to link files:

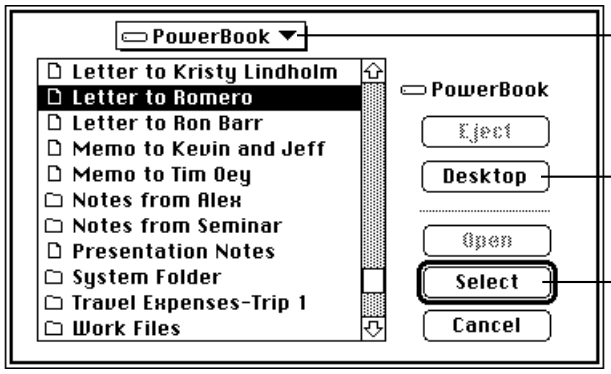
1 **Click the item selection box to select it.**

A box appears around the pair when it is selected.

2 **Choose Select An Item To Synchronize from the File Menu.**



A dialog box appears displaying the files and folders on your PowerBook.



3 **Highlight the file or folder you want to synchronize, then click select.**

The icon of the file or folder appears in the Setup window.

4 **Click the corresponding item selection box in the selected pair.**

5 **Repeat steps 2 and 3 above to link the matching file or folder to be synchronized.**

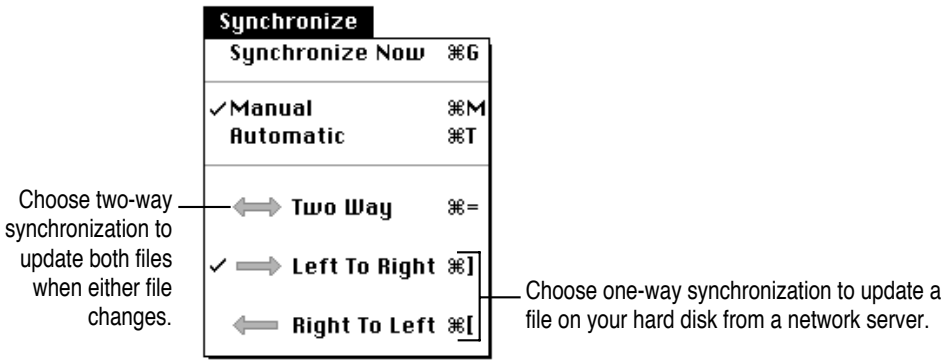
The icon of the file or folder appears on the other side of the pair in the Setup window. You can repeat these steps to link more pairs of files or folders.

Setting the direction of the link

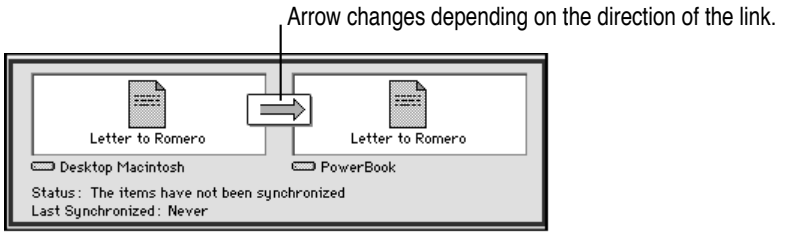
Notice the arrow between the two linked files; this is how you can tell the direction in which the files are linked. Normally the PowerBook File Assistant synchronizes files in both directions, but you can set the direction to be one way, from either left to right or right to left.

This type of link is helpful if you want to receive updated versions of a document from a file server on a network.

1. **Click the pair of linked files you want to synchronize one way.**
2. **Choose the direction you want from the Synchronize menu.**



The direction of the arrow between the two linked files in the Setup window changes to reflect your choice.

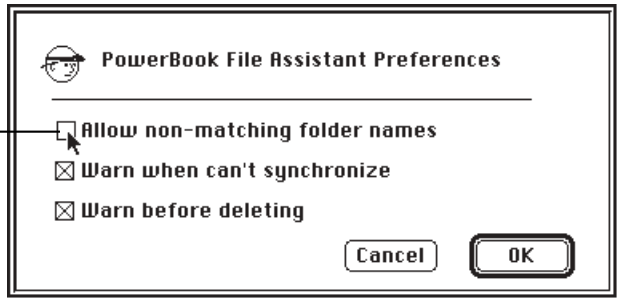


Linking non-matching folders

PowerBook File Assistant lets you synchronize folders that have different names and contain different files.

1 **Choose Preferences from the File Menu.**

The following dialog box appears:



Click here to be able to link folders with different names.

2 **Click the checkbox to allow non-matching folder names.**

3 **Click OK.**

Now you can link folders that have different names and contents. The first time you synchronize a pair of non-matching folders, PowerBook File Assistant copies all the files from one folder to the other folder.

Deleting a linked pair

If you don't want to synchronize a linked pair anymore, you can delete the linked pair from the Setup window.

1 **Click the pair of linked files you want to delete to highlight it.**

To delete more than one pair, hold down the Shift key and click any other pairs.

To delete all pairs from the Setup window, choose Select All from the Edit menu. This allows you to select every pair in the Setup window.

2 **Choose Delete Pairs from the Edit menu.**

The pairs you selected are deleted from the Setup window.

Synchronizing linked folders or files

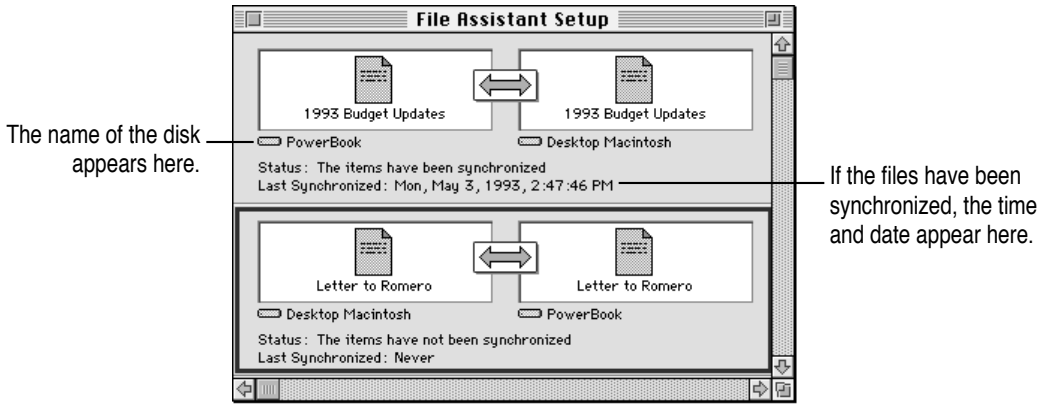
To synchronize files or folders you linked in the Setup window, you must do two things:

- Mount whatever disks contain the two files you are synchronizing (for instance, your PowerBook and desktop Macintosh, or your PowerBook Duo and Duo Dock).
- Run the PowerBook File Assistant program.

Once you have the disks mounted and the program running, you are ready to synchronize the pairs of files or folders you linked. Any time you make a change to either of the files or folders in the linked pair, the same change is made to the corresponding file or folder.

Changes include deleting a file or folder. If either file or folder in the linked pair has been deleted since the last synchronization, the PowerBook File Assistant displays a message asking you if you really want to delete the corresponding file or folder. When the File Assistant deletes a file or folder it puts it in the trash. If you want the file or folder back, you can drag it out of the trash any time before you choose Empty Trash from the Special menu.

Information about each linked pair is displayed in the Setup window.



The way the PowerBook File Assistant updates files in a linked pair depends on what kinds of changes are made. There are three kinds of changes:

- modifying the file or folder
- deleting the file or folder, or moving it to another place on the disk
- replacing the file with another file with the same name

When the PowerBook File Assistant notices these changes, it does the following:

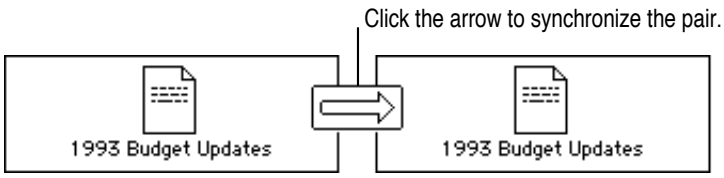
If the left file is	And the right file is	This is what happens
Changed	Unchanged	Right file is updated.
Unchanged	Changed	In a two-way link, the left file is updated. In a left-to-right link, nothing happens.
Unchanged	Deleted	In a two-way link, you get a message asking you if you want to delete the left file. In a left-to-right link, the right file is updated.
Deleted	Unchanged	You get a message asking if you want to delete the right file.

There are two ways the PowerBook File Assistant synchronizes files—manually and automatically. You set whether you want manual synchronization or automatic synchronization for each pair when you link the files or folders.

Manual synchronization

When you manually update your linked files, you decide when you want to update a linked pair. When you make a change to a file on one disk, the PowerBook File Assistant doesn't update that file on the other disk until you tell it to. You can manually synchronize linked files at any time:

1. **Choose Manual from the Synchronize menu with the pair selected.**
2. **Click the arrow between the two files in the synchronization window.**



A message appears telling you that the files are being updated.

3. **Continue to click the arrows for all the pairs you want to update.**

You can also manually update files that are linked by selecting the pair and then choosing Synchronize Now from the Synchronize menu.

Automatic synchronization

To update files you have linked automatically whenever a change is made to either of the linked files:

- **Select the pair and then choose Automatic from the Synchronize menu.**

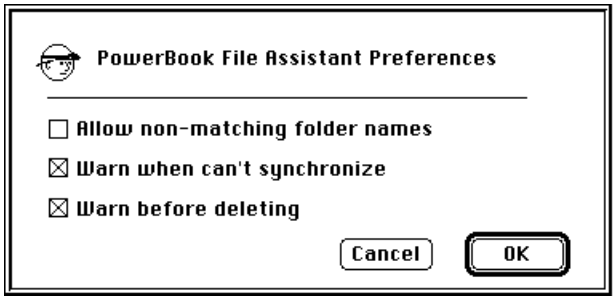
  A message appears whenever files are being updated. You can set up your PowerBook so files are updated every time you connect with another disk. See "Setting Completely Automatic Synchronization" later in this guide.

Understanding the alert messages

As you synchronize linked pairs, the PowerBook File Assistant displays messages about the synchronization called **alert messages**. These messages tell you what is happening—and if files cannot be synchronized, they tell you why. If you are synchronizing several pairs of files, you may not want the messages to appear on the screen. To turn off the alert messages:

1 **Choose Preferences from the File menu.**

The following dialog box appears:



2 **Click the Warn When Can't Synchronize checkbox to deselect it.**

The alert messages that appear when files cannot be synchronized only appear when the checkbox is selected. If you deselect the checkbox, the messages do not appear.

If you don't want the alert message to appear when a file or folder is put in the trash, click the checkbox next to Warn Before Deleting to deselect it.

WARNING Be very careful if you turn off the alert message that warns you when files are put into the trash. The File Assistant puts a file or folder in the trash during synchronization whenever its corresponding file or folder is deleted or renamed. If you turn this alert message off, the message notifying you when a file is put in the trash does not appear.

3 **Click OK.**

Alert messages are turned off. If you want to turn them back on, choose Preferences from the File menu and click the checkboxes again to reselect them.

To turn alert messages off temporarily:

- **Hold down the Option key.**

  While you hold down the Option key, the alert messages for any commands you execute are turned off.

Setting completely automatic synchronization

The PowerBook File Assistant needs to be running in order to synchronize your files. To set up your system to automatically synchronize linked files:

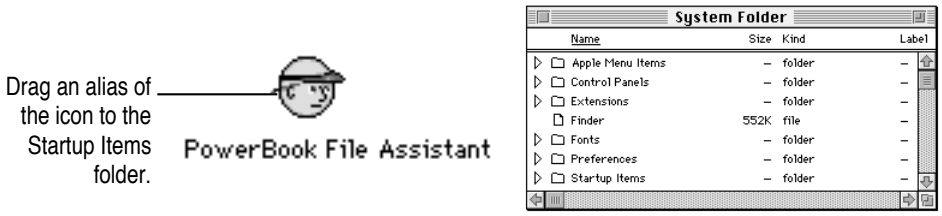
1. **Select the pair and then choose Automatic from the Synchronize menu.**
2. **Use the AutoRemounter control panel to reconnect to shared disks.**

   See Chapter 3 for instructions on automatically remounting to shared disks.

3. **Drag an alias of the PowerBook File Assistant icon to the Startup Items folder.**

   The Startup Items folder is in your PowerBook's System Folder.

   See the user's guide that came with your PowerBook for help on creating an alias.



Now whenever AutoRemounter mounts your volumes and the PowerBook File Assistant is running, all automatically linked pairs are synchronized.

3 Using the Assistant Toolbox

In this chapter

- controlling automatic screen dimming
- using persistent RAM disk
- putting your PowerBook to sleep
- spinning down the hard disk
- automatically remounting to shared volumes
- printing later
- improving pointer display

Extending your PowerBook's battery life

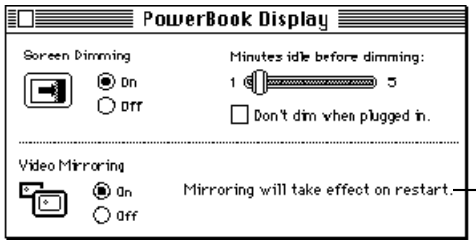
Controlling automatic screen dimming

To save power and increase the life of the screen, your PowerBook's screen dims automatically when the PowerBook is left idle. Screen dimming also conserves power, since the screen's backlight is the single biggest consumer of your computer's battery power.

You can specify the delay before the screen is dimmed. You set this option in the PowerBook Display control panel.

1 **Choose Control Panels from the Apple (🍎) menu and open the PowerBook Display control panel:**

The PowerBook Display control panel appears.



If your PowerBook supports mirroring, then this option is available. See the user's guide that came with your PowerBook for information on mirroring.

2 **Click the On button under Screen Dimming.**

3 **Drag the slider to set the delay.**

If you want to keep the screen from dimming when the power adapter is plugged in, click the checkbox labeled "Don't dim when plugged in."

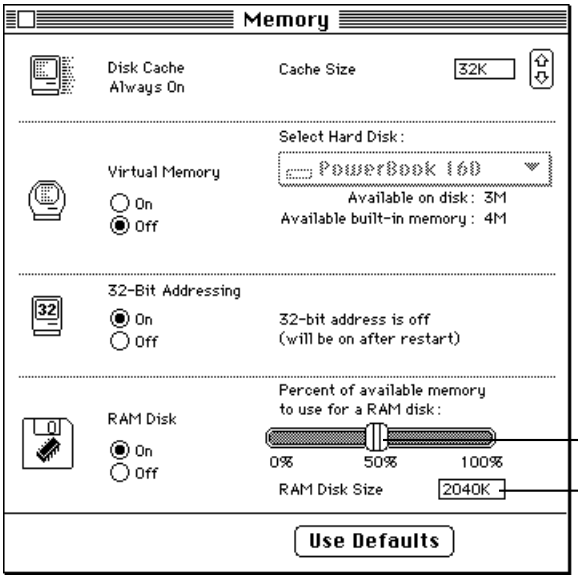
4 **Close the PowerBook Display control panel.**

Using persistent RAM disk

You use the Memory control panel to select the option of having any files that are copied to the RAM disk saved in the System Folder on the hard disk when you shut down your PowerBook, and copied back to the RAM disk the next time you start up. This allows you to use your PowerBook's RAM disk without needing to rebuild it every time you restart your PowerBook.

1 **Choose Control Panels from the Apple ( ) menu and open the Memory control panel.**

The Memory control panel appears.



Drag the slider to set the amount of memory to be used for the RAM disk.

The size of the RAM disk appears here.

2 **Click the On button under RAM Disk.**

3 **Drag the slider to set the percentage of memory to use for the RAM disk.**

4 **Close the Memory control panel.**

Putting your PowerBook to sleep

With the Assistant Toolbox you can put your PowerBook to sleep with one touch. Putting your PowerBook to sleep more often gives you longer battery life.

To put your PowerBook to sleep:

1. **Hold down the Shift, ⌘ (command), and 0 (zero) keys at the same time.**

   Your PowerBook goes to sleep.

2. **Press any key to wake your PowerBook up.**

Spinning down the hard disk

Sometimes (for example, in a meeting) you may want to use your PowerBook without the subtle hum of its hard disk. You can do this by "spinning down" the hard disk, which actually stops the hard disk from spinning. You can spin down the hard disk without putting the PowerBook to sleep:

- **Hold down the Shift, Control, ⌘ (command), and 0 (zero) keys at the same time.**

Your PowerBook's hard disk spins down.

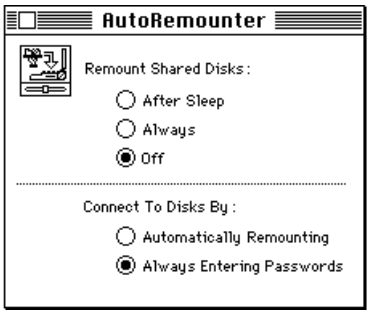
Automatically remounting to shared volumes

Your PowerBook disconnects from any shared disks it's connected to when you either turn it off or restart it. With the Assistant Toolbox, your PowerBook can reconnect to those shared disks when you turn it back on (or wake it from sleep). In addition, if you connect a hard disk to your PowerBook while it's asleep, the hard disk appears on the desktop when you wake it up.

1 **Choose Control Panels from the Apple ( ) menu and open the AutoRemounter control panel.**

2 **If you want to reconnect to shared disks only when you wake the computer from sleep, click the After Sleep button.**

If you always want to reconnect (that is, when you restart the computer as well as after sleep), click the Always button.



3 **If you want to enter your password when you reconnect to shared disks, click Always Entering Passwords. Otherwise click Automatically Remounting.**

IMPORTANT Having your computer ask for your password better protects your privacy and the security of shared disks. Automatically remounting remounts your volumes without requiring the passwords.

4 **Close the AutoRemounter control panel.**

Printing later

If you use a PostScript™ laser printer (such as a Laserwriter Pro 600) on a network, the Assistant Toolbox allows you to send documents to print from your PowerBook while it's not hooked up to the network printer. The next time you connect to the network printer, the documents you sent to print will be printed.

1 **Choose Print from the File menu in the application in which you are working.**

If you are working in a word processor or spreadsheet program, choose Print as you normally would in that particular program. In most applications the print dialog box appears. Click Print in the dialog box.

The following dialog box appears:

2 **Click Print Later.**

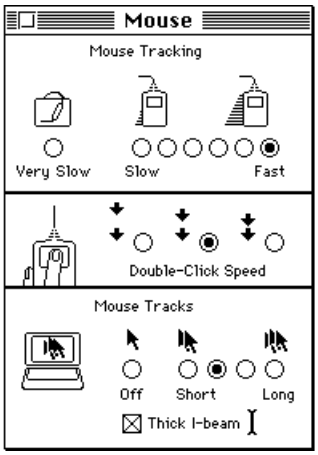
The next time you connect with a network printer through an AppleTalk connection, this document is printed.

Improving pointer display

You may notice that the pointer sometimes disappears from your PowerBook's screen if you have an LCD screen. The Assistant Toolbox allows you to set your mouse so you can always see the pointer on the screen. You do this in the Mouse control panel.

1 **After you have installed PowerBook File Assistant, choose Control Panels from the Apple ( ) menu and open the Mouse control panel.**

The following control panel appears:



2 **Click the mouse tracks length you want.**

3 **To display a thicker I-beam on your PowerBook, click the checkbox labeled Thick I-beam.**

This makes the I-beam more visible on LCD screens.

4 **Close the Mouse control panel.**

The Apple Publishing System

This Apple manual was written, edited, and produced on a desktop publishing system using Apple Macintosh computers and QuarkXPress. Proof pages were created on Apple LaserWriter printers and on the QMS and Tektronix color printers. Final pages were output directly to separated film on a PostScript™-driven imagesetter. Line art was created with Adobe Illustrator. Cover art was produced with Adobe Photoshop. Screen shots were created and modified with system software, Exposure Pro, Aldus SuperPaint, and Adobe Photoshop.

Text type is Times®, display type is Helvetica® Narrow, and cover type is Apple Garamond, Apple's corporate font. Ornaments are custom symbols designed for Apple Computer.

PostScript, the LaserWriter page-description language, was developed by Adobe Systems Incorporated.